

# MINSTER PARISH COUNCIL



The Parish Office  
4a Monkton Road  
Minster-in-Thanet  
Ramsgate  
Kent CT12 4EA

Tel: 01843 821339  
Fax: 01843 825869  
Email: [clerk@minsterparishcouncil.org.uk](mailto:clerk@minsterparishcouncil.org.uk)

Clerk to the Council: Kyla Lamb - MAAT

## POLICY & FINANCE COMMITTEE

A Meeting of the Committee will be held on Tuesday 2<sup>nd</sup> January 2018 at 6.30pm, at the Neighbourhood Centre, 4a Monkton Road Minster.

Sir or Madam,

You are hereby summoned to attend a meeting of the Policy & Finance Committee which will be held at the Library and Neighbourhood Centre, 4A Monkton Road, Minster on Tuesday 2nd January 2017, at 6.30pm for the purpose of considering and passing such Resolution or Resolutions as may be deemed necessary or desirable with respect to the matters mentioned in the agenda.

Clerk to the Council

NOTE: Residents and members of the public are cordially invited to attend the meeting of the Council.

## AGENDA

- 1. APOLOGIES**  
To receive apologies for absence, if any.
- 2. MEMBERS' INTERESTS**  
To register any new interests, or de-registrations, by Members as appropriate.

### **3. MINUTES**

To approve the Minutes of the Committee meeting held on 23<sup>rd</sup> May 2017.

### **4. RESERVES HELD ON DEPOSIT**

Members are asked to give consideration to where to place reserve funds held on deposit when they mature from the Nationwide business 1 year saver account in January 2018.  
The clerk will report on the current fixed rates available.

### **5. FEES & CHARGES 2018/19**

To consider and recommend to Council an increase in fees and charges for the year 2018/19  
The proposed increases for the cemetery show those proposed by Thanet District Council.

### **6. BUDGET PROCESS 2018/19**

- (i) To discuss and agree the draft budget figures and precept for submission to Council for approval at its meeting on 9<sup>th</sup> January 2018.
- (ii) To consider recommending a pay increase for the staff and a 1 point increment increase to the SLCC pay scale for the Clerk and Assistant Clerk. These increases, if approved, will be included within the draft budget.

### **7. SICK PAY FOR OPERATIONAL STAFF**

Members are asked to consider the re - introduction of sick pay for operational staff. The Clerk will report further.

### **8. HEALTH AND SAFETY CONSULTANCY SERVICES**

Members are asked to consider proposals to employ the services of a health and safety consultant to ensure that the council are compliant with all current health and safety legislation.  
The Clerk will report further at the meeting.

### **11. PARISH OFFICE PHOTOCOPIER REPLACEMENT**

Members are asked to consider the replacement of the office photocopier/printer. The quotation from V Technical is £1600.00 to provide a refurbished Konica Minolta C364e. The service and printing costs remain the same at 0.004 pence per mono copy and 0.04 pence per colour copy.

### **12. MEMORIAL FOR PAUPERS GRAVES**

Members are asked to consider approval of the quotation and inscription from Whybrow Stonemasons for the sum of £355.00.

**Kyla Lamb**  
Clerk and RFO to the Council

**28<sup>th</sup> December 2017**